



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sexual Harassment / Assault Response and Prevention (SHARP) Resource Center Campus Charter

1. References.

- a. Army Regulation 600-20, Army Command Policy, 22 October 2014, Chapters 6, 7, 8, and Appendices C-J.
- b. HQDA EXORD 235-14 SHARP Resource Center (SHARP-RC) Pilot Program, 24 September 2014.
- c. Sexual Harassment / Assault Response and Prevention (SHARP) Resource Center (RC) Guidebook, 2 September 2014

2. Purpose. Establish the Fort Hood Sexual Harassment / Assault Response and Prevention Resource Center (SHARP-RC) Campus in accordance with references.

3. Mission. Effective immediately, Fort Hood establishes the SHARP-RC in order to provide a "One Stop" Campus with on-site and digital resources, subject matter expert knowledge and guidance for Commanders, Soldiers, SHARP personnel and family members.

4. Scope. The Sexual Assault Response and Prevention Resource Center Campus will provide the means to safeguard privacy and support discretion while streamlining communications, facilitating real-time interface and enabling fusion between all members of the SHARP Resource Center. The SHARP-RC Campus is the strategic platform to respond to victims of sexual assault, study and monitor sexual assault trends and induce collaboration between the functional areas in order to facilitate:

- a. Victim advocacy
- b. Restricted and unrestricted sexual assault reporting
- c. Informal and formal sexual harassment reporting
- d. Special Victim Counsel (client legal consultations)
- e. Victim Witness Liaison services
- f. Accompaniment to medical appointments and legal or court proceedings
- g. Case management and tracking

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- h. Resources and referrals to military or civilian programs
- i. Referrals to the Inspector General (IG), Equal Opportunity (EO), Equal Employment Opportunity Office (EEO), Army Substance Abuse Program (ASAP) on post resources
- j. Coordination of medical services
- k. On-site CID interviews
- l. Trial readiness conferences
- m. Liaison with command and other agencies
- n. Education and training available for unit Sexual Assault Response Coordinators, Victim Advocates, and Unit Advisors
- o. Telephonic and web-based Commander Education Resources
- p. Special Victim Prosecution consults
- q. Communications and outreach

5. Organization. The III Corps SHARP Program Manager serves as the director of the SHARP-RC Campus. Other members of the SHARP-RC must have the authority and responsibility to commit their organizational resources to achieve SHARP-RC goals and objectives. Organizations providing services within the SHARP-RC Campus are:

- a. SHARP Program Management
- b. SHARP Hotline Advocates
- c. Family Advocacy Program (FAP)
- d. Special Victim Counsel (SVC)
- e. Victim Witness Liaison (VWL)
- f. Criminal Investigation Division(CID)/Special Victims Unit(SVU)/General Crimes Unit
- g. Special Victim Prosecutor (SVP)
- h. CRDAMC/Sexual Assault Care Coordinator (SAC-C)

6. Responsibilities.

a. SHARP Program Management (PM): The SHARP PM team will implement the senior commander's guidance on the execution of the SHARP program and oversee SHARP resource center compliance with policy, regulation and guidance. The PM office will complete data entry of case management information, facilitate the flow of information to unit SARCs and keep the senior commander's program manager apprised of the status of services, case management, emerging issues, and personnel issues.

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b. SHARP Hotline Advocates: Credentialed, battalion level or higher, SHARP SARCs and VAs will staff the Fort Hood SHARP hotline on a rotational basis making victim advocacy available 24 hours a day, 7 days a week.

c. Family Advocacy Program: The FAP will provide comprehensive victim advocacy services, assistance and support to sexual assault victims of intimate partner abuse. Information and referral services will be provided for victims of sexual assault under the age of 18 if the offender is identified as a parent/guardian of the minor. FAP will offer crisis intervention, safety planning, assistance in securing medical treatment for injuries, information regarding victims' rights and proceedings, referral to safe shelters, assistance with coordination of protection orders and other resources available to victims. Services will include accompaniment of clients to court proceedings, hearings/court-martials, trials, meetings with various on-post and off-post agencies/services (legal services, law enforcement, command), identification of resources, education of victims and command consultation. The program works in concert with military and civilian agencies to meet the needs of victims and to ensure that the voice of the victim is heard. A victim services hotline is operational 24 hours a day, 7 days a week.

d. Special Victim Counsel: SVCs are specially trained legal assistance attorneys who provide victims with confidential legal representation related to issues that may arise as a result of making a restricted or unrestricted report of sexual assault. Based on the victim's decisions, the SVC will represent the victim's interests, even if those do not align with objectives of the government of the United States or the accused. SVCs understand that the reporting process, investigation and possible judicial action can be difficult for the victims. SVCs work to empower victims by fostering their understanding of the military Justice system.

e. Victim Witness Liaison: The VWL provides guidance and assistance to victims and witnesses of crime from initial contact through investigation, prosecution, and confinement. They ensure that victims of crime and witnesses are advised of and afforded their rights. They also aim to mitigate, within the means of available resources and under applicable law, the physical, psychological, and financial hardships suffered by victims and witnesses of offenses investigated by DA authorities. The VWL also fosters the full cooperation of victims and witnesses within the military criminal justice system.

f. Criminal Investigation Division/Special Victims Unit: The CID's General Crimes Unit and SVU will be responsible for providing professional and thorough investigations in order to piece together a factual history of the alleged assaults. The first role of law enforcement is to protect and serve the public. In cases of sexual assault, this role

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translates into ensuring the safety of the victim and the community by investigating reports of the crime. Investigators will treat victims with consideration, professionalism and compassion and will play a critical role in maintaining an offender-focused investigation.

g. Special Victim Prosecutor: SVPs will contribute to the safety of the community and victims by holding offenders appropriately accountable through the prosecution of cases. They will evaluate reports of sexual assault and what additional relevant evidence could or should be obtained and provide recommendations and feedback to the assigned trial counsel. With SVP legal advice the trial counsel is then able to properly advise the commander on the sufficiency of the evidence as the commander decides whether to prefer charges against the alleged offender. In cases in which victims choose to participate in the criminal justice system, prosecutors have the added responsibility and challenge of identifying a response that meets the needs of the victim, as well as, the needs of the community, in order to achieve a truly victim-centered response.

h. Sexual Assault Care Coordinator: SAC-C services can be provided on-site in acute emergency situations; coordination for SAC-C services on site will be made in the III Corps SHARP Program Management Office, located in Building 14. On-site SAC-C services include: explanation of advocacy and counseling services and assisting victims in establishing behavioral health care; collaborating and coordinating with the Sexual Assault Medical Forensic Examiner (SAMFE) or Sexual Assault Care Provider (SACP) to ensure the victim's health care needs are addressed; collaborating and coordinating with SHARP to facilitate resolution of related issues.

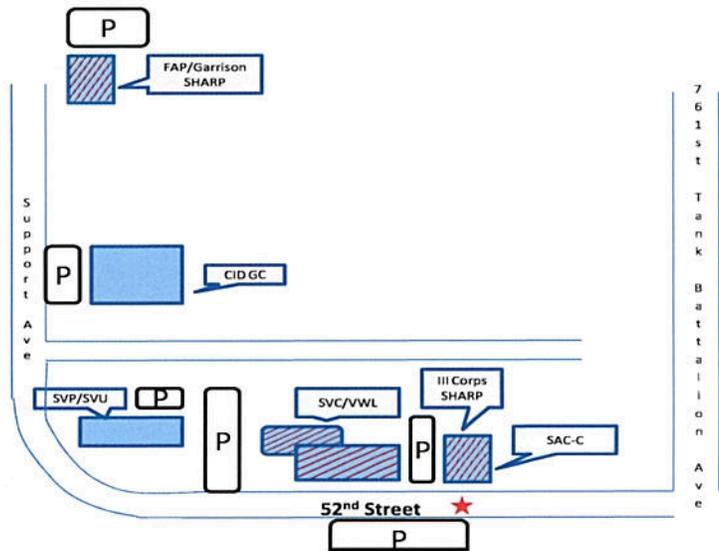
7. Location. The SHARP-RC Campus is comprised of a cluster of buildings in close proximity of one another, in the vicinity of the intersection of Support Avenue and 52nd Street to the intersection of 52nd Street and 761st Tank Battalion Avenue. Buildings and portions of buildings included in the SHARP-RC Campus are: III Corps and Fort Hood SHARP Program Office (Bldg. 14), III Corps and Fort Hood Legal Assistance/Client Services (Bldg. 13; Victim Witness Liaison, Special Victim Counsel), Special Victim Unit (CID)/Special Victim Prosecutors (Bldg. 2204), CID General Crimes Investigation (Bldg. 2200), Family Advocacy Program/Garrison SHARP Office (Bldg. 2242), Sexual Assault Care Coordinator (Bldg. 14).

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- Campus Office Locator**
- Family Advocacy Program (FAP)/Garrison SHARP
 - Bldg 2242
 - Phone: 254-702-4953
 - Criminal Investigation Division (CID) General Crimes (GC)
 - Bldg 2200
 - Phone: 254-553-8616
 - Special Victim Prosecutor (SVP)/Special Victims Unit (SVU)
 - Bldg 2204
 - Phone: 254-553-8605/8603
 - Special Victim Counsel (SVC)
 - Bldg 13
 - Phone: 254-702-2187
 - Victim Witness Liaison (VWL)
 - Bldg 13
 - Phone: 254-288-7521
 - III Corps SHARP Office
 - Bldg: 14
 - Phone: 254-287-9487
 - Sexual Assault Care-Coordinator (SAC-C)
 - Bldg 14
- III Corps and Fort Hood 24/7 SHARP Hotline 254-287-4277

-  Unrestricted reporting facility
-  Restricted/Unrestricted reporting facility
-  Parking
-  Your Location



8. The proponent for this memorandum is the III Corps and Fort Hood SHARP Office at (254) 287-9487.



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III Corps and Fort Hood



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Commanding